



The City of TROY

Planning & Community Development Department

P.O. Box 549 · 301 Charles W. Meeks Avenue · Troy, Alabama 36081

Phone: 334.670.6058 · Fax: 334.670.6078

Request for Qualifications Airport Planning and Engineering Consultant Services

The City of Troy is seeking statements of qualifications from experienced airport planning and engineering consultants to perform services for the next three years at the Troy Municipal Airport at N. Kenneth Campbell Field. Possible services will include preparation of pre-applications and applications for federal and state funding, airport layout plan, capital improvement plan, Disadvantaged Business Enterprise (DBE) plan, environmental studies, feasibility studies, benefit cost analysis, airport compliance issues and analysis, engineering design and planning for runways and taxiways, runway/taxiway overlays, pavement maintenance, aircraft parking aprons, airport lighting, NAVAIDS, weather reporting system, land acquisition, fencing, roads, fueling facilities, and terminal/hangar area improvements. The selected consultant will negotiate and enter into individual sub-agreements for such services, based on the scope of work, with the City of Troy on an assignment-by-assignment basis during the term of the three (3) Year Master Agreement. Be advised that such services or projects may be accomplished during the course of multiple grants.

Submission

All professional consulting firms who consider themselves qualified for this work are invited to submit seven (7) copies of the statements of qualifications to:

City of Troy
Attention: Ms. Melissa Sanders
Post Office Box 549
Troy, AL 36081

Statements of qualifications should be limited to 50 pages and received no later than 4:00 p.m., December 1, 2016. The City of Troy will make its selection based upon materials received.

Any costs incurred by the respondents in the preparation of any information or material submitted in response to the RFQ shall be borne solely by the respondents.

Statements of qualifications will be subject to disclosure under the Public Records Act.

Please submit any questions regarding this RFQ via e-mail to melissa.sanders@troyal.gov. The deadline for questions shall be 3:00 p.m. on November 23, 2016.

Evaluation Criteria

The following criteria will be used to evaluate and rank the submitted qualifications:

1. Capability to perform services as described in this notice. (10 pts.)
2. Recent experience in and record of airport services comparable to the proposed services. (15 pts.)
3. A track record in working with governmental agencies on services of this type. Previous FAA grant experience is a qualifications requirement. Please provide a list of relevant projects, including client contact names, titles, and phone numbers. (15 pts.)

4. Knowledge of FAA and ALDOT Aeronautics Bureau regulations, policies and procedures. (10 pts.)
5. Knowledge of the airport and the general geographic area. (15 pts.)
6. Technical resources and accessibility to other necessary resources for the proposed services. (10 pts.)
7. Key personnel's professional background and availability for the proposed services. (10 pts.)
8. Demonstrated ability to meet schedules or deadlines. (15 pts.)

Agreement Format and Insurance Requirements

The selected firm or group must be prepared to comply with the City of Troy's standard contract terms and insurance requirements. Insurance requirements may vary according to the project and scope of services.

Proposed Compensation

This request and solicitation is for a Statement of Qualifications only. A cost proposal is not requested at this time. Final compensation will be determined through negotiations with the selected firm(s) on specific projects.

Selection Process

The City of Troy reserves the right to negotiate with any engineering firm, after statements of qualifications are opened, if such is deemed necessary. The City reserves the right to reject any and/or all proposals, and to waive or decline to waive irregularities in any submittal. Some of the services may not be required and the City reserves the right to initiate additional procurement action for any of the services included in the initial procurement.

The selection of the consultant is being done in accordance with FAA Advisory Circular 150/5100-14E and applicable Alabama and City of Troy statutes and laws.

Qualifications will be reviewed and evaluated by a Selection Committee based on the criteria listed herein. At the discretion of the Selection Committee, consultants may or may not be invited to participate in an interview. It is the intent of the City of Troy to select a consultant as a result of this effort.

The consultant and any sub-consultants proposed shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged. Proposed DBE firms are to be certified by the Alabama Uniform Certification Program. The consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of all Federally-assisted contracts. Failure by the consultant to carry out these requirements is a material breach of the contract, which may result in the termination of the contract or such other remedy as the City of Troy deems appropriate.

Any additional information required may be obtained by contacting the City of Troy at the address listed above, (334) 670-6058, or melissa.sanders@troyal.gov.